

U.S. Department of Energy
WEATHERIZATION ANNUAL FILE WORKSHEET

Grant: R530683**Amendment: 000****State: MO****Program year: 2004****Budget period: 7/1/2004 - 6/30/2005****II.3 Subgrantees**

Grantee	City	Tentative	
		Funding	Units
Community Services, Incorporated of Northwest Mo.	Maryville	194,820.00	59
Delta Area Economic Opportunity Corporation	Portageville	259,467.00	78
East Missouri Action Agency	Park Hills	251,513.00	76
Economic Security Corporation of Southwest Mo.	Joplin	245,469.00	74
Green Hills Community Action Agency	Trenton	136,410.00	41
Central Mo. Counties Human Development Corp.	Columbia	289,510.00	88
Urban League of Metropolitan St. Louis	St. Louis	532,323.00	172
Jefferson-Franklin Community Action Corporation	Hillsboro	203,504.00	61
Dept. of Housing & Community Development	Kansas City	646,988.00	210
Services Toward Empowering People	St. Louis	510,979.00	165
Missouri Ozarks Community Action, Inc.	Richland	255,199.00	77
Missouri Valley Community Action Agency	Marshall	205,542.00	62
North East Community Action Corporation	Bowling Green	295,265.00	89
Northeast Missouri Community Action Agency	Kirksville	104,762.00	31
Ozark Action, Inc.	West Plains	207,942.00	63
Ozarks Area Community Action Corporation	Springfield	514,418.00	167
South Central Missouri Community Action Agency	Winona	191,848.00	58
West Central Missouri Community Action Agency	Appleton City	228,363.00	69
TOTALS		\$ 5,274,322.00	1,640

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Units by type (excluding reweatherized):

Owner-occupied single-family site-built

Single-family rental site-built

Multi-family

Owner-occupied mobile home

Renter-occupied mobile home

Shelter

Units by occupancy:

Elderly

Persons with disabilities

Native American

Children

High residential energy user

Household with a high energy burden

Other unit types:

Rewatherized 32

LC/NC

Energy crisis

Total persons assisted

Elderly

Persons with disabilities

Native American

Children

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Average Unit Costs, including Reweathering, Subject to DOE Program Rules

GROSS AVERAGE COST PER UNIT		
A	Total Funds, Federal & Non-Federal from Supplemental Schedule #1	\$ 6,003,549
B	Total Units to be Weatherized from Production Schedule	1,608
C	Total Units to be Reweatherized from Production Schedule	32
D	Grand Total Units	1,640
E	Gross Average Cost per Unit (A divided by D)	\$ 3,661
VEHICLES & EQUIPMENT COST PER UNIT		
F	Total Vehicle & Equipment Budget	
G	Total Units to be Weatherized and Reweatherized	1,640
H	Average Vehicle & Equipment Acquisition Cost per Unit (F divided by G)	
AVERAGE COST PER UNIT (DOE RULES)		
I	Total Funds for Program Operations Budget Section B	\$ 4,000,000
J	Total Units to be Weatherized	1,608
K	Total Units to be Reweatherized	32
L	Grand Total Units	1,640
M	Average Cost per Unit (I divided by L)	\$ 2,439
N	Average Vehicle & Equipment Acquisition Cost (line H)	
O	Total Average Cost per Unit (M plus N)	\$ 2,439

II.5 Energy Savings

Method used to calculate energy savings: ☐ WAP algorithm ☒ Other (describe below)

The State estimates it will save approximately .4386 TBTU for the Program Year. The energy savings methodology assumes an average Missouri home consumes 198.11 mmbtu and saves approximately 13.5% as a result of WAP (from September 1994 Weatherization Works: Final Report of the National Weatherization Evaluation). $ES = 198.11 \text{ mmbtu} \times 0.135 \text{ savings} \times 1,640 \text{ units}$.

Estimated average annual savings per dwelling based on the 1996 DOE Metaevaluation study

Primary heating fuel	Space Heating Savings	Total fuel Savings	Net savings(Mbtu/year)
Natural Gas	33.5%	23.4%	31.2 Mbtu/year
Electricity	35.9%	12.2%	18.9 Mbtu/year
Fuel Oil (Northeast)	17.7%	17.7%	22.4 Mbtu/year
All fuels*	18.2%	13.5%	17.6 Mbtu/year

*Includes estimates for propane, wood, kerosene, and other fuels.

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Estimated energy savings: 0 (MMBTUs)
Estimated prior year savings: Actual: 0

If variance is large, explain:

II.6 Monitoring Activities**II.7 T&TA Activities**

Local agency training:

Professional Alliance and Energy Center assessment of agency training needs concluded the following points:

- Training should be on-going
- Training should be mandatory depending on job classification, voluntary in other instances
- Training should include theory and hands-on approach

The top rated training approaches are:

- Regional training
- A combination of training options
- Internet courses
- Conferences and workshops
- Peer exchange

The Missouri Department of Natural Resources' Energy Center is committed to provide a quality weatherization assistance program to reduce energy costs for low-income households by increasing energy efficiency and ensuring health and safety. Training of local agency weatherization staff is an essential part of this commitment.

Training activities will focus efforts on a certification program for Missouri weatherization technicians. The objective is to provide a mechanism by which the technicians working in the Missouri weatherization program may be certified in accordance with the standards set forth by the Building Performance Institute (BPI). BPI is a not-for-profit organization promoting quality building practices by providing trade-based certification of building trade worker skills. BPI is a resource for independent third party verification of worker skills in the weatherization industry and building trades. BPI has established technical standards and testing protocols for trade professionals to ensure both the efficiency and durability of the buildings they work on and the comfort and safety of the people who live in them. BPI-certified technicians are required to demonstrate competency in the knowledge and performance skills necessary to inspect, diagnose and troubleshoot building performance issues.

Training activities will be coordinated through a grant agreement with the Missouri Association for Community Action (MACA). MACA is a state association for the state network of local agencies that provide low-income programs including weatherization assistance. MACA has a full time Training and Grants Manager.

Training courses will focus on Auditor and Shell Specialist certifications. It is anticipated that training will include, but not limited to the following courses:

Building Science Principles

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Basic Auditing procedures
Advanced Building Diagnostics
Air Sealing and Insulation Materials and Techniques
Combustion Heating Systems
Combustion Appliances
Duct System Diagnostics and Repair
Health and Safety
Using NEAT to Establish Weatherization Priorities

New employees and existing staff that need refresher courses will require ongoing training that include Lead-Safe Work Practices, NEAT Audit and Blower Door.

Certification is an ongoing activity that will not be completed in the first year. Re-certification will need to be completed every third year.

Training and Technical Assistance resources and budget information:

Details regarding state program oversight and T&TA funding are contained in the standard federal 424 form: Federal Assistance Budget information section A and B. The Missouri Energy Center has allocated a portion of state T&TA funds to each subgrantee. Upon DNR/EC approval of LIWAP Subgrantees T&TA plan, Subgrantees will be awarded new T&TA funds of \$4,000. T&TA funds awarded directly to the Subgrantee may be utilized to pay costs associated with:

- Local and state LIWAP and LIWAP-related meetings/conferences/trainings
- Regional and national LIWAP or LIWAP-related meetings/conferences/trainings
- Training on computers and software related to LIWAP operations
- LIWAP training or assistance provided between Subgrantees

Effectiveness of Training and Technical Assistance activities:

A survey of attendees will be conducted for training courses to rate content, effectiveness of instruction and applicability to continued improvement in weatherization services, increased energy-efficient housing, and impact on cost and quality of home energy retrofit. Housing quality monitoring visits will also provide feedback about effectiveness of our training.

MONITORING ACTIVITIES:

DNR/EC monitoring activities span four distinct but interrelated areas of program operations:

1. Housing quality inspections
2. Production and expenditure reviews
3. Fiscal and program operations
4. Oversight of federal/state requirements and regulations

Implementing the DNR/EC monitoring system involves:

A. Desk Monitoring

A Subgrantee is required to submit monthly reports to DNR/EC that include the client's names, job numbers and

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other required information. From these documents, DNR/EC can determine compliance with:

- The federally designated expenditure categories.
- Mandatory expenditure levels.
- Actual expenditures versus planned expenditures.
- Overall expenditure rates by each Subgrantee.
- Characteristics of completed homes.
- Numbers of completed units per month.
- Numbers of persons and households by WAP targets.

Reimbursement to a Subgrantee is based on clear, accurate reporting of expenditures and clients served. DNR/EC provides each Subgrantee with an analysis of the monthly report. This includes feedback concerning specific problems a Subgrantee may be experiencing in its operations or in its compliance with grant requirements. Information collected is also used to target selected items for monitoring during field visits to a Subgrantee.

B. Procedural Monitoring

DNR/EC will visit each Subgrantee at least once each program year to review procedural, fiscal and compliance issues. DNR/EC will conduct a thorough review of the procedures of the Subgrantee by using a standardized check list.

DNR/EC will review Subgrantee compliance with federal/state regulations and requirements as specified in the Missouri WAP State Plan, the Missouri WAP Competitive Procurement Standards, and the DNR Terms and Conditions of Grant Agreement.

Annual independent audits will be reviewed to ensure audit financial schedules match financial reports submitted during the year.

C. Housing Quality Monitoring

Several factors are inspected by DNR/EC housing quality monitors during on-site visits.

1. DNR/EC will schedule an on-site visit(s) to a Subgrantee as necessary, but at least once per program year, to inspect the quality of work on the homes completed. A representative sample of completed homes will be inspected to determine whether or not the work reported and materials installed are in compliance with WAP standards.

DNR/EC will have the option to inspect additional houses when implementing new measures or other concerns arise. Inspection checklists are used to assist DNR/EC with on-site inspections. Additional information may be obtained or requested from the Subgrantee client files to document the findings of the monitoring visit. DNR/EC will inspect the following:

- Compliance with allowable WAP measures.
- Quality of work.
- Accuracy of the report concerning the amount of material installed on the home.
- Assurance that the initial energy audit and final inspection are appropriate, accurate and complete.

2. DNR/EC may also perform follow-up reviews of homes where additional work or corrective measures were

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required as a result of a past DNR/EC inspection.

3. Selected materials will be inspected to insure they meet federal specifications.

4. Pre-audits may be done to determine accuracy.

D. Independent Monitoring**1. Independent Fiscal Audit Review**

A Subgrantee is required to have an annual fiscal audit, in accordance with OMB Circular A-133. This audit shall document expenditures and compliance with regulations and requirements. The independent auditor shall use the schedules found in the WAP audit guide to present the required financial data. Findings are compared to the subgrant and monthly reports.

2. USDOE Support Office Review

DNR/EC participates in monitoring performed by the USDOE Support Office which provides an opportunity for independent review of the Subgrantee. These monitoring activities are tracked by the Annual Training, Technical Assistance, Monitoring and Leveraging Report.

II.8 Leveraging**II.8.1.1 Other Funding Sources**

Federal programs such as: Community Services Block Grant (CSBG), Emergency Crisis Intervention Program (ECIP), Housing Preservation Grant (HPG), Community Development Agency (CDA), Community Development Block Grant (CDBG), Housing Development Commission (HDC).

Other funds leveraged such as: Missouri Housing Trust Fund (state funds), utilities, for profit corporations, private and corporate contributions, landlord contributions, and Utilicare funds (state funds).

PY02 Leveraged/Partnership Funds	Funding	# Homes
Federal Programs	\$791,580.43	434
Corporate Contributions	\$497,181.49	401
For Profit	\$269.76	13
Utility Company	\$685,050.48	491
Landlord Contributions	\$17,320.93	38
Utilicare	\$0.00	0
TOTALS	\$1,991,403.09	1,377

II.8.1.2 Subgrantees Involved in The Leveraging Process

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Community Services, Incorporated of Northwest Mo.

Delta Area Economic Opportunity Corporation

East Missouri Action Agency

Economic Security Corporation of Southwest Mo.

Green Hills Community Action Agency

Central Mo. Counties Human Development Corp.

Urban League of Metropolitan St. Louis

Jefferson-Franklin Community Action Corporation

Dept. of Housing & Community Development

Services Toward Empowering People

Missouri Ozarks Community Action, Inc.

Missouri Valley Community Action Agency

North East Community Action Corporation

Northeast Missouri Community Action Agency

Ozark Action, Inc.

Ozarks Area Community Action Corporation

South Central Missouri Community Action Agency

West Central Missouri Community Action Agency

II.8.2 Use of DOE Leveraging funds and of The Funds Leveraged

Federal regulations allow weatherization funds to be used for leveraging activities. Under leveraging, subgrantees work at developing relationships with property owners, utility companies and other entities that generate non-federal resources for the program. Non-federal resources are used to supplement the program and expand energy efficiency services and/or increase the number of dwelling units completed for weatherization eligible clients.

Subgrantee agencies are encouraged to request up to 5% of their grant allocation for leveraging purposes. Subgrantee requests for leveraging must include specific planned leveraging activities; targeted partners (e.g., landlords, utilities, other agencies); and estimated outcomes including dollar amounts. A budget decrease from the maximum allowed under this category will require written justification and DNR/EC approval. If agencies do not initiate meaningful leveraging activities, the funds may be considered as state carryover, and may be redirected to other agencies.

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Urban League of Metropolitan St. Louis	Mr. Rolandis Nash, Weatherization Director
Dept. of Housing & Community Development	Mr. Robert Jackson, Weatherization Director
Ozark Action, Inc.	Mr. Terry Sanders, Weatherization Director
Green Hills Community Action Agency	Mr. Don Warren, Executive Director
Office of Public Counsel	Mr. Ryan Kind
Boone Electric Cooperative	Mr. Chris Rohlfing
Public Service Commission	Ms. Anne Ross
Lieutenant Governor's Office	Mr. Kyle Clower

Last year's PAC meeting(s)

Meeting Date	Attendance
2/20/2003	12

II.10 State Plan Hearings (send hearing transcript(s) to the Regional Support Office)

Hearing Date	Newspapers that publicized the hearings and the dates that the notice ran.
3/11/2004	Kansas City Star
3/25/2004	St. Louis Post Dispatch

II.11 Miscellaneous

DNR/EC began using the NEAT audit on a statewide basis on July 1, 1994. The NEAT re-approval was obtained on 12/10/2003.

Technical Work Group: The state, working with the Professional Alliance, formed a Technical Work Group. This group will advise the state on technical matters such as electric base load measures. The Technical Work Group is represented by:

Dale Noland, Economic Security Corporation, Joplin
 Terry Sanders, Ozark Action, Inc., West Plains
 Mike Baker, Northeast Missouri Community Action Agency, Kirksville
 John Quimby, KC Department of Housing & Community Development, Kansas City
 Patti Magruder, Missouri Association for Community Action, Jefferson City
 David Miller, Missouri Ozarks Community Action, Richland
 Steve Cobb, Delta Area Economic Opportunity Corporation, Portageville

The Technical Work Group will make recommendations regarding implementation of electric baseload measures for the Missouri Weatherization Program.

Disaster Plan

Declaration of a disaster for WAP purposes is determined by a Presidential or Gubernatorial order declaring either a Federal or State emergency. It may be the result of natural or man-made factors. It is the responsibility of the Energy Center Weatherization Assistance Program, through its subgrantee network, to assist state and

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community authorities in normalizing areas affected by a disaster by providing WAP resources to assist Missouri low-income citizens in recovering and rebuilding after the disaster. The Weatherization Program will adhere to the following guidelines when responding to any disasters in which the low-income population has been affected. These guidelines are intended to maximize the assistance we are able to provide while protecting the limited resources of the program.

Disaster-mitigation planning activities shall be implemented as soon as practical after the declaration of a disaster. A WAP subgrantee shall not commit WAP resources (labor or financial) until it receives approval from the Energy Center.

Any additional disaster-related funds will be allocated based on the extent of the disaster in each subgrantee area. Funds must supplement, not supplant, other funds available for disaster assistance. All funds received by the client to cover damages must be considered prior to the allocation of WAP resources. Attachment 2-3, the Disaster Certification form located at the end of this section, should be completed for each client requesting disaster assistance.

Safety measures, such as levees or other protections, should be in place prior to mitigation activities. Agency staff should consult with local utilities to ensure electric, gas and sewer hazards have been corrected or repaired.

A. Allowable Disaster Activities

Allowable disaster activities may include sandbagging, evacuation of low-income populations, debris removal and other clean-up work as well as normal weatherization services. If agency staff is assigned to another area of the state to assist in disaster activities, it will be the parent subgrantee's responsibility to maintain their salaries and to arrange for agency reimbursement. The following ECM priority list is recommended for disaster homes.

Labor for gutting damaged components of the house and debris clean up.

Primary heating system replacement and repair (including ductwork repair; replacement, cleaning and sealing of all joints; and venting, flue and chimney replacement, repair and cleaning).

Domestic water heaters (venting and flues included).

Window and door repair and/or replacement.

Air sealing (basic infiltration and exfiltration work).

Attic insulation and ceiling coverage.

Wall insulation.

Specific procedures to weatherize mobile homes under the disaster provisions are found in Attachment 2-4.

B. Eligibility Requirements

WAP subgrantees must ensure that applicants for disaster assistance (1) meet the current eligibility requirements, (2) are located within the designated disaster area and (3) have been directly affected by the disaster. Homes located in a FEMA-sanctioned area are not eligible for assistance.

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Applicant homes must be certified as habitable, and a disaster certification form must be completed, signed and retained in the client file. The owner of a rental unit must list the property with Section 8 or provide other proof that the unit will remain exclusively for the low-income. A landlord contribution, based on a sliding scale, will be required (if a landlord contributes a furnace or other material, its value can be counted toward the contribution).

Client income eligibility may be based on one month's income. The fuel priority selection criteria allows for up to 100 points for disaster clients. Victims needing heating system or water heater repair or replacements will be served first.

Disaster-damaged homes may be re-weatherized without regard to the initial date of weatherization if the damage is not covered by insurance. Victims may receive repair or replacement to domestic hot water heaters as a health-and-safety measure. Repairs to the building structure that exceed the allowable limits must be approved by the state.

C. Equipment Procurement

Procurement of equipment and appliances can be done through telephone bids, and all purchased items should meet minimum energy-efficiency ratings. Subgrantees must comply with all requirements specified in 10 CFR Parts 600 and 440, Department of Financial Assistance Rules as amended, and the requirements specified in the DNR Terms and Conditions, Missouri Weatherization Program Competitive Procurement Standards.

D. Additional Funding

If additional funds are received, a subgrantee may allocate up to \$10,000 per unit. If no additional funds are received, the state plan cost limits apply. Program operations money may be used to support mitigation and clean-up activities. No additional administrative funds will be provided for disaster work.

E. Disaster Expenditures Accountability and Reporting

Disaster expenditures must be accounted for and reported separately from other costs. The monthly report must show these expenses under "other". The costs will not be included in the averages. Budget adjustments must be made within 30 days of the date of the incurred costs.

Additional Information for this Program Year

- Weatherization Assistance funding not spent by the end of a budget period may be recaptured.
- No more than 15 percent of subgrantee agency awards may be carried forward into the next budget period.
- Subgrantee carryover in excess of 15 percent may be recaptured and redistributed to other subgrantee agencies as determined by the DNR/EC.
- If because of leveraging of other funds or other circumstances, a subgrantee agency determines the need to carryover monies in excess of 15 percent, a request along with documentation and justification must be submitted to the DNR/EC for approval.
- The DNR/EC plans to utilize the \$2,672 average cost per home, including any inflationary adjustments.